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UNCLAS SECTION 01 OF 03 GENEVA 002198

SIPDIS

DEPT FOR PRM/EX

E.O. 12958: N/A

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SUBJECT: RMA FY 2006 ADMINISTRATIVE EXPENSES FINANCIAL PLAN

REF: SECSTATE 156273

1. (U) U.S. MISSION GENEVA'S REFUGEE AND MIGRATION AFFAIRS SECTION (RMA) PROJECTS ITS FISCAL YEAR 2006 ADMINISTRATIVE BUDGET REQUIREMENTS AT USDOLS 944,932 IN SUPPORT OF ITS ONGOING REFUGEE AND MIGRATION ACTIVITIES. OUR CALCULATIONS ARE BASED ON A TOTAL POPULATION, REFUGEES AND MIGRATION (PRM) STAFF OF SEVEN: FOUR OFFICERS, ONE OFFICE MANAGEMENT SPECIALIST, ONE PROGRAM ASSISTANT, AND ONE OFFICE ASSISTANT.

NOTE: RMA ALSO COMPRISES ONE USAID CONTRACT EMPLOYEE AND ONE USAID OFFICE ASSISTANT, WHO ARE NOT INCLUDED IN THESE FINANCIAL CALCULATIONS.

2. (U) RMA REQUIREMENTS DO NOT INCLUDE ICASS CHARGES.

3. (U) OUR CURRENT EXPECTATION IS THAT TWO OFFICERS AND THE OFFICE MANAGEMENT SPECIALIST (OMS) WILL DEPART POST IN THE FOURTH QUARTER FY 2006. THIS COULD MEAN THAT SUBSTANTIAL TQSA AND OTHER REPLACEMENT-RELATED COSTS MAY ACCRUE IN THE FOURTH QUARTER OF FY 2006. TQSA EXPENDITURES PROJECTED AT \$88,136 ARE INCLUDED IN OUR CALCULATED COSTS, AS ARE ESTIMATED HOUSING AND EDUCATIONAL COSTS FOR AN AVERAGE FAMILY OF FOUR. WE WILL BE ABLE TO ADJUST THESE ESTIMATES AT THE BEGINNING OF THE THIRD QUARTER, WHEN ADDITIONAL INFORMATION IS KNOWN ABOUT INCOMING OFFICERS.

4. (U) PLEASE NOTE THAT UNDER OBJECT CLASS 2589, WE HAVE PROJECTED THE NEED FOR DRIVERS FOR UNHCR EXCOM (USDOLS \$3,650) AND DRIVER AND VEHICLES FOR OTHER CONFERENCES (\$3,000).

5. (U) PLEASE NOTE THAT WE HAVE APPLIED THE EXCHANGE RATE OF SWISS FR. 1.20 EQUALS ONE US DOLLAR.

6. (U) DETAILS OF MAJOR CATEGORIES INCLUDING PSA SALARY, AMERICAN ALLOWANCES AND OBJECT CLASS 2589 (OTHER CONTRACTUAL SERVICES) ARE PROVIDED HEREAFter:

A. PSA SALARY

PERSONAL SERVICES AGREEMENT - PSA OBJECT CODE 1142

NAME	GRADE	ANNUAL SALARY
GARY HALL PROGRAM ASSISTANT	7/4	SWISS FR. 98,370
TENTATIVE PSI 7/5	7/1/2006	SWISS FR. 101,267
TENTATIVE INCREASE OF 1 PERCENT COST OF LIVING EFFECTIVE 7/2006		SWISS FR. 273
EST. TOTAL FOR 2006	DOLS EQUIVAL.	\$ 82,862

NAME	GRADE	ANNUAL SALARY
ZEANA HAROUN OFFICE ASSISTANT	FSN-5/3	SWISS FR. 76,942
TENTATIVE INCREASE OF 1 PERCENT EFFECTIVE 7/2006		SWISS FR. 210
EST/ TOTAL FOR 2006	DOLS EQUIVAL.	\$ 64,303

EST TOTAL COST OBJECT CLASS - 1142 USDOLS \$ 147,164

B. AMERICAN ALLOWANCES

1) POST ALLOWANCE - OBJECT CODE 1201

NAME	GRADE	RATE CLASS 70%
PIPER CAMPBELL	FS 1/4	USDOLS 18,102
PIPER CAMPBELL/REPL	FS 1/4	7,896
KATHERINE PERKINS	FS 3/10	19,670
PAUL BIRDSALL	FS 1/7	31,010

PAUL BIRDSALL/REPL	FS 2/7	3,201
JOE CASSIDY	FS 2/7	23,730
MARIE NIELSEN	FS 6/11	12,765
MARIE NIELSEN/REPL	FS 6/11	3,635

TOTAL \$ 120,009

ADD 10% DUE TO A PROBABLE INCREASE IN  
PAYMENT TABLE SCALE LEVEL TO 80%: \$ 12,039

ESTIMATED TOTAL FOR FY 2006 \$ 132,048 USDOLS

2) LIVING QUARTERS ALLOWANCE - OBJECT CODE 1211

ANNUAL RATE -USDOLS

PIPER CAMPBELL	40,761
PIPER CAMPBELL/REPLACEMENT	29,385
KATHERINE PERKINS	51,400
PAUL BIRDSALL	69,960
PAUL BIRDSALL/REPLACEMENT	6,530
JOE CASSIDY	53,040
MARIE NIELSEN	37,500
MARIE NIELSEN/REPLACEMENT	9,220

(MAXIMUM ALLOWABLE ALLOWANCES \$ 366,130)

ESTIMATED TOTAL FOR FY 2006 \$ 297,796 USDOLS

3) EDUCATION ALLOWANCE - OBJECT CODE 1206

USDOLS

PAUL BIRDSALL - 1 CHILD  
APPROVED SPECIAL EDUCATION ALLOWANCE 10,200  
REF: SECSTATE 241330

CAMPBELL/REPL - 2 CHILDREN 43,400

BIRDSALL/REPL - 2 CHILDREN 43,400

NIELSEN/REPL - 2 CHILDREN 43,400

TOTAL EDUCATION ALLOW. FOR FY 2006 \$ 140,400 USDOL

4) TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE -  
OBJECT CODE 1212

- WE ANTICIPATE THAT THE TWO OFFICERS AND THE OMS  
REPLACEMENTS COULD POSSIBLY SPEND 30 DAYS EACH IN  
HOTELS PRIOR TO MOVING TO PERMANENT QUARTERS:

		COST	USDOLS
PIPER CAMPBELL	(1) PERSON	2,760	10 DAYS
PIPER'S REPLACEMENT	(4) PERSONS	24,840	30 DAYS
PAUL BIRDSALL	(4) PERSONS	8,096	10 DAYS
PAUL'S REPLACEMENT	(4) PERSONS	24,840	30 DAYS
MARIE NIELSEN	(1) PERSON	2,760	10 DAYS
MARIE'S REPLACEMENT	(4) PERSONS	24,840	30 DAYS

TOTAL TQSA ALLOW. FY 2006 \$ 88,136 USDOLS

1C. OTHER CONTRACTUAL SERVICES - OBJECT CODE 2589

- AS IN PREVIOUS YEARS, WE ARE ANTICIPATING THE NEED TO  
HIRE DRIVERS AND VEHICLES DURING UNHCR EXCOM, THE IOM  
CONFERENCE, AND POSSIBLE EMBLEM CONFERENCE FOR HIGH-RANKING  
OFFICIALS AND VIP VISITORS (USDOLS 6,650). HIRING OF DRIVERS  
AND VEHICLES IS DEPENDENT UPON THE MISSION MOTOR POOL'S  
AVAILABILITY. RENTAL OF DEDICATED CARS FOR THESE EVENTS MAY  
BE NECESSARY.

- ANNUAL COST FOR FY 2006 = USDOLS \$ 6,650

17. FOLLOWING ARE THE FY 2005 ESTIMATED REQUIREMENTS BY  
QUARTERS:

OBJECT	FIRST QTR.	SECOND QTR.	THIRD QTR.	FOURTH QTR.	GRAND TOTAL
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CLASS CATEGORY	EST.	EST.	EST.	EST.	EST.
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	-----	US DOLLARS	----		
1100 PERSONNEL COMPENSATION					
1131 OVERTIME AMER.	1,000	0	0	0	1,000
1142 PER.SER.PSA	35,593	35,593	35,593	40,385	147,164
1148 OVERTIME PSA	1,200	--	--	--	1,200
1180 CASH AWARD	--	3,200	--	--	3,200
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TOTAL CODE 1100	37,793	38,793	35,593	40,385	152,564
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1200 PERSONNEL BENEFITS					
1201 POST ALLOW.	33,012	33,012	33,012	33,012	132,048
1206 EDUC. ALLOW.	--	10,200	--	130,200	140,400
1211 LIV. QTRS.	70,027	70,027	70,027	87,715	297,796
1212 TQSA	--	--	--	88,136	88,136
1219 ACCID INS	250	--	--	--	250
1228 MISC BENF.1/	24,349	3,896	3,896	3,896	36,037
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TOTAL CODE 1200:	127,638	117,135	106,935	342,959	694,667
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BENEFITS HALL & HAROUN  
NOTE 1/ WINTERTHUR PENSION PLAN, \$20,453  
EMPLOYER SHARE=8% OF ANNUAL SALARY, EMPLOYEE  
SHARE=6% OF ANNUAL SALARY. WINTERHUR IS PAID THE  
FULL AMOUNT IN THE FIRST QTR. FS CHARLESTON DEDUCTS  
EMPLOYEE'S SHARE FROM THEIR SALARIES EACH PAY  
PERIOD.

FEDERAL HEALTH INS, \$2,118  
OLD AGE DISABILITY INSURANCE \$9,058  
LES HEALTH INS, \$5,269

2100 TRAVEL AND TRANSPORT					
2154 CONSUL. USA	--	--	--	4,000	4,000
2156 FIELD TRAVEL	12,500	12,500	12,500	12,500	50,000
2162 EDUCAT.TRAVEL	1,675	--	--	--	1,675
2163 OTHER TRAVEL(NOC)	50	50	50	50	200
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TOTAL CODE 2100:	14,225	12,550	12,550	16,550	55,875
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2200 TRANSPORT OF THINGS					
2299 MISC. FREIGHT NOC	100	100	100	100	400
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TOTAL CODE 2200:	100	100	100	100	400
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2300 RENTALS, COMMUNICATIONS AND UTILITIES					
2322 TEL. TOLLS	2,250	2,250	2,250	2,250	9,000
2325 POSTAL, FEDEX	50	50	50	50	200
2371 RENTAL EQUIP.	1,000	1,000	1,000	1,000	4,000
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TOTAL CODE 2300:	3,300	3,300	3,300	3,300	13,200
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2400 PRINTING AND REPRODUCTION					
2450 BUSINESS CARDS	--	--	--	225	225
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TOTAL CODE 2300:	--	--	--	225	225
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2500 OTHER SERVICES					
2582 REPRESENTAT.	3,000	3,000	3,000	3,000	12,000
2589 OTHER CONT.	2,300	350	350	3,650	6,650
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TOTAL CODE 2500	5,300	3,350	3,350	6,650	18,650
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2600 SUPPLIES AND MATERIALS					
2621 REF. MATERIAL	2,154	--	--	297	2,451
2622 OFFICE SUPPLIES	1,000	1,000	1,000	1,000	4,000
2623 ADP. SUPPLIES.	50	50	50	50	200
2699 MISC. SUPPLIES	100	0	100	0	200
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TOTAL CODE 2600	3,304	1,050	1,150	1,347	6,581
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4100 GRANTS/CONT/SUBSIDY					
4140 GRATUITIES	2,500	--	--	--	2,500
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TOTAL CODE 4100:	2,500	--	--	--	2,500
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GRAND TOTAL: 194,160 176,278 162,978 411,516 944,932

1st Qtr 2nd Qtr 3rd Qtr 4th Qtr Total

ATTENTION LISA ROBINSON.  
Moley